

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carol Granfield, Interim Town Administrator
RE: Weekly Report
DATE: May 4, 2015
CC: All Departments



Right to Know Training, Monday, May 4th, 7 PM, Town Hall Town Administrator Search Public Input Forum, May 11th, 7 PM, Town Hall

Interim Town Administrator: Tuesday involved a full day of working on preparation of information and gathering data to be discussed pertaining to the Town Administrator Search. I had discussions with NHMA regarding the upcoming Right to Know Program and provided the presenter with input of some areas to be discussed. I was assured the PowerPoint presentation will address all aspects needed. I additionally inquired about other programs offered that would be beneficial to the Board of Selectmen and provided information on some Local Officials Workshops that are being held during May at no cost. I met with Scott regarding varied ongoing issues being dealt with. I am in the process of reviewing a Travel and Hiring policy that will be brought forth for final approval by the Board. In response to a summer resident on one of the islands, I verified with the Police Chief the parking situation and policy and provided the information to the individual who was pleased to receive the response. I attended the Board's Work Session and reviewed options being worked on for the Town Administrator Search. The Board agreed to go forth with the online survey presented which will also be available to be completed on paper, and the Public Input Forum will be scheduled for May 11th, which I will be facilitating for additional input. The Board also agreed with which areas they would like MRI to be involved in for approval at their next meeting. I prepared correspondence necessary as a result of some actions taken by the Board. I prepared press releases, finalized the survey to be placed on the website and am moving forth with associated Town Administrator search work. I will be in the office the week of May 4 on Monday, Thursday and Friday morning.

Administrative Liaison's Report: During the week I worked with Interim TA Granfield and Hope to prepare the work session items and with Finance Director Davis to update the mileage rate in accordance with the interim travel policy (rate set by 2014 IRS rate of .56) and the 2015 budget. The departments were notified of the change and retroactive payments to date. I sent a reminder to Department Heads regarding the personnel policy changes, specifically 20.5 regarding leave hours, and obtained a head count of for the Right to Know training, and followed up with NHMA regarding this number (25 +/-). I provided Interim TA Granfield with a Town facility tour for orientation to her position. I also worked with Interim TA Granfield on a personnel matter, and attended the Selectmen's work session. On Friday, I finalized several memos for the Board's meeting for 5-7-15. I worked with Hope to prepare a letter to Adopt a Spot volunteers, and completed work session minutes.

Agenda Items:

- V.3 Budget Amendment for the purpose of transfers to department accounts for 2015 COLA's.
- V.4 Accept the formal request from the Police Union to begin CBA.
- V.5 The Fire Chief requests permission for Deputy Chief Buckler to attend training out of state (MA). Interim Travel policy, Section 35 allows for New England travel with the permission of

- the Town Administrator. During this vacancy and an interim policy, I asked the Fire Chief to request the BOS permission.
- V.6 The Finance Director and Administrative Liaison have provided a Memo regarding correction to a pay grade for a part time employee.
 - V.7 The DPW Director has requested authorization for the contract for survey of the States landing Beach Facility property.
 - V.8 No objections by Police & Fire (with standard provisions).
 - V.9 Fire Department supplied conditions relative to use of tents, and stand by EMS services required. The Police Department will monitor, and if necessary call for detail should traffic or crowd situation(s) warrant.
 - V.10 No objections by Fire and Police Departments.
 - V.11 The Administrative Liaison provided memo requesting permission of temporary parking at Moultonboro Neck Fire Station.
 - V.12 The Administrative Liaison and Finance Director provided a memo regarding Town Credit Card for DPW use.
 - V.13 The Administrative Liaison provided a memo as a result of work by the Town Planner and Town Engineer in providing a Task Order for survey and engineering per Warrant Article #30 of the 2015 Town Meeting.
 - V.14 The Administrative Liaison requests the Charge and membership for the Single Stream Recycling Study Committee.
 - VI.1 Interim TA Granfield will present TA hiring materials and additional services contract with MRI, which came out of the 4-30-15 work session discussions.

Finance & Personnel: I presented the quarterly report last Thursday, with a few new recommendations from the Interim Town Administrator, and received questions from the Board of Selectmen. I will reply to those questions with a letter written. The requested budget amendment has been prepared and will be included in the Board of Selectmen's packets this week. I have been working on past Personnel Policy amendments that have fallen through the cracks without the Board of Selectmen approvals in writing. The Draft amendments have been approved in minutes, but there is no effective date signed off on by the Board. Paperwork has been returned by the four recent hires, and are now awaiting criminal background and reference checks. I will be attending the "Right to Know" seminar which is recommended by the Board of Selectmen that every Department Head attend.

Assessor: Nothing to report this week.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: The crew continued with spring maintenance duties, chipping roadside winter tree debris Town wide. The crew graded and added supplemental gravel on Evan and Ben Berry Roads. Equipment was maintained by removing truck plow frames, and storing for the summer. The crew finalized the site for placing the storage container at the Highway Garage facility. The winter was harsh to many trees and the staff is handling hazard tree removals on Jones and Red Hill Cemetery where tree tops were broken off and hanging. The crew also picked up large tree debris that could not be chipped Town-wide, and did tree trimming on Lake Shore Drive and Alpine Park Road. Several crew members went to the Case equipment dealer to test a Case loader. The PD's cruiser seasonal tire swaps were completed, and a set of brakes were replaced as well. The Highway and transfer station loaders

were swapped as part of the replacement schedule. Several Highway staff assisted the grounds staff with a full grave burial at Middle Neck Cemetery, grading and preparing the baseball field for opening day, and clean-up of a large amount of trash dumped on Pathway Phase #1. Agent Kinmond met with the Town Planner on CIPC submissions for 2016-2021, and sidewalk article engineer task order, continued work with DES regarding an oil disposal incident at the Transfer Station, and attended CPS training class. Agent Kinmond followed up on a tree cutting/trimming complaint from a resident on Alpine Park Road and researched a couple of cemetery burial inquiries.

Facility & Grounds: Facilities and Highway staff collected and set up surplus equipment sale items at Highway Garage in preparation of viewing on Saturday. The viewing had low attendance, compared to past years. The Grounds crews continued on facility spring clean ups and assisted by Facility Adopt Spot vendors. The annual Adopt a Facility and Adopt a Spots were awarded/designated. These awards did not change from last year. We did lose a couple of Adopt a Spot participants which provided the flower gardens for the front and center island of Town Hall. These folks indicated that due to staffing and workload they could not participate this year. The temporary fencing was removed from the soccer field and it was fertilized. The Highway crew handled a full grave burial closing at Middle Neck Cemetery.

Waste Management Facility: Facility Attendant King reported that the staff worked to finalize the oil incident clean up around compactor #2. The facility is starting to see some seasonal influx with the warmer weather.

Moultonborough Police Department: The Moultonborough Police Department recorded 382 log entries, which included the following calls for service, 36 motor vehicle stops, 5 assists to Fire/EMS, 0 Directed Patrols, 2 arrests, 2 complaints, 2 MV Accidents, 6 MV Complaints, 7 residential alarms, 0 commercial alarms and 4 K-9 complaints.

Moultonborough Fire Department: Year to date there has been 223 calls for emergency service. For the period of 4/24/15 to 04/30/15 there were 11 calls for service: (4) Medical Emergencies, (2) Good Intent Calls, (1) Brush Fire, (2) Unauthorized Burning calls, (1) Motor Vehicle Accident, and (1) False Alarm.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 10:00 minutes

Overall Average Manpower per incident: 6 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 7:30 minutes

Overall Average Day Time Manpower per incident: 6 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 15:00 minutes

Overall Average Night/Weekend Manpower per incident: 5 Firefighters/Incident

Operations: During the week of 4/24/15 to 4/30/15 there were 3 requests for information, 1 Place of Assembly inspection was conducted, 1 Temporary Use Permit application review was conducted, 3 Supraboxes were installed, 2 burn permits were issued, and 1 verbal warning for a burning violation was issued. Water Supply training was held at Lees Mills on 4/27/15, Chief Bengtson instructed.

Development Services:

Planning: The Planning Board approved changes to their Site Plan and Subdivision Regulations and scheduled a public hearing on the proposed language to be held on May 20th, at their last meeting. I

have finished putting together a profile of demographics for the Town based on the latest available data. It will be presented to the Master Plan Steering Committee this coming Monday for their review. Scott Kinmond and I have finalized the draft task order language for the engineering portion of the sidewalks in line with the warrant article approved by the Legislative Body at Town Meeting.

Code & Health: I have issued 5 building permits, 10 subcontractor permits and reviewed 1 septic design. I have 9 building permit applications that have been processed and are waiting to be picked up by the owners. I received 1 zoning complaint this week and have sent a letter to get it corrected.

Human Services: Nothing to report this week.

Recreation Department: Last week MRD hosted an adult trip to the John F. Kennedy Library and Museum and the New England Aquarium in Boston. The trip went well and everyone enjoyed the venues. This Wednesday, MRD will travel to Fenway Park for a VIP Tour of the Park and the game Sox vs. Rays. Opening Day for T-Ball and Softball was Saturday, May 2. On Friday, May 8, the Recreation Office will be closed until 1 p.m. Saturday, May 16, MRD will host a Ribbon Cutting Ceremony for the re-furbished Soccer Field at Playground Dr. The ceremony will begin at 11:30 a.m. at the field. All citizens are welcome to attend. Summer Brochures have arrived in hard copy and will be distributed through MCS and will also be available at the Recreation Department, Town Hall, and the Library. Registrations for summer camp and programs are now open.

Important Dates to Remember

Right to Know Training, Monday, May 4, 2015, Town Hall, 7 – 9 PM

Selectmen's Meeting, May 7, 2015, 3 PM & 7 PM

Town Administrator Search Public Input Forum, Town Hall, May 11, 2015, 7 PM

Selectmen's Meeting, May 14, 2015, 7 PM

Selectmen's Meeting, May 21, 2015, 7 PM

Selectmen's Work Session, May 28, 2015, 4 PM

States Landing Facility, Green Up – Clean Up Day, May 30, 2015, 9 AM-Noon (Rain Date, 6/13)

Staff Meeting, May 8, 2015, 9 AM